

# Heather Fox

Friendly and Reliable Professional Open to New Opportunities

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## EXPERIENCE

### **Child Development Centers, Franklin — *Administrative Assistant***

FEBRUARY 2020 - PRESENT

Provide administrative support for Head Start, answer phone calls, manage incoming and outgoing mail, maintain databases, provide friendly customer service, coordinate accounts receivable and reports, general clerical support duties including filing, scheduling, faxing and placing orders, respond to emails/faxes, data entry, intake and home visits, monitor and order office supplies, distribute and develop documents, answer staff's questions.

### **Trinity U M C, Oil City — *Office Manager/Youth Director***

NOVEMBER 2017- MARCH 2020

Answer phones, schedule appointments, marketing, plan travel accommodations, make bulletins and flyers, community relations, pay bills and create paychecks. Plan all children's activities. Grant writing. Recruiting new members. Many other things. Use Quick books, Microsoft Word, Publisher and Excel.

### **Spilling the Beans, Oil City — *Manager***

SEPTEMBER 2015- APRIL 2018

Supervising, customer service, clean, scheduling, open and closing duties, bookkeeping, hiring, answer staff's questions, participate in the interview process, etc.

### **Medstaffers, Oil City — *Home Health Aid***

DECEMBER 2013- NOVEMBER 2015

Take care of residents in their home. Duties include, but aren't limited to, cooking, cleaning, bathing, run errands, laundry, medication set up, etc.

### **Titusville Area Hospital, Titusville — *Medical Records***

APRIL 2008- NOVEMBER 2013

Answer multiple phone lines, manage incoming and outgoing mail, maintain records, and auditing. Communicate with doctors.

### **RR Hardwoods Inc, — *Office Manager/Human Resources Generalist***

SEPTEMBER 2005- MAY 2007

Answer phones, schedule appointments, cold calls, pay bills, create paychecks, distribute and develop documents, employee relations, participate in the interview process and benefits review.

## EDUCATION

### **Slippery Rock University, Slippery Rock *Bachelor of Art (Business)***

JANUARY 2002- AUGUST 2006

## SKILLS

- Exceptional leadership and organizational skills.
- Proficient in Microsoft office, Quickbooks and Google Docs.
- Excellent writing and verbal communication skills
- First Aid/CPR certified.

## CLEARANCES

Act 33 & 34, FBI, State Police

## REFERENCES

Available on request